AMS

Chief, Amagement Staff

16 May 1950

Acting Chief, Records Homegoment Staff

Seekly Report for Week Ending 14 May 1958

1. Contacibutions

a. Tengible

- (1) Completed 18 new or revised forms. The weekly average since 1 January is 11.7 forms.
- (2) The Records Center received 106 cu. ft. of inactive records from six offices, bringing the average weekly receipts since 1 January to 173 cu. ft. Disposition activity at the Center continued at a high rate, accounting for the disposal of 561 cu. ft. of records. This was 407 cu. ft. above the year's weekly average of 154 cu. ft.
- (3) Assisted in transferring to the Records Center two on. ft. of inactive records of the DD/S Energency Planning Officer.

b. Intensible

(1) Obsalated four forms.

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(2) Collaborated with control officials in revising the Teletyped Information Report form. Its format will be compatible with other information report forms

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- (3) Revised two items in the Records Control Schedule of the Office of the DD/I to permit destruction of inactive records.
- 2. <u>Assignments</u> Active
 - / s. Deployee Suggestions Night are being evaluated.
 - / b. Furms in Process Sixteen new and 11 revised forms are in process.
 - c. Revision of Travel Order Form Proposed revision is being put into final form. Coordination in DD/S should start next week.

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- 4. Audit of OTA Passade Control Schodule Schoduling
- e. Installation of Filing Systems.
 - √ (1) Office of Personnel Subject-Humaric Files.
 - (2) OSI Publication Files.
 - (3) OFF Subject-Sumeric Files.
 - (4) Legislative Counsel Developed a form for recording contacts with members of Congress.
 - (5) Biographie Profile Files.
- f. Records Hamagement Survey, Office of the DCI Draft of the report completed and being typed.
- . S. Shelf File Installations.
 - (1) Acquisitions Branch Library/OCE.
 - (2) Map Library Division/OCR.
 - (3) Office of Security.
- Va. Records Management Survey, Records Sessions Division/OF.
- i. Document Division/CR Sorting Rock Office of Logistics is determining the availability of strongended equipment.
 - J. Equipment Utilization Program An exemination of Squarty Cheek Sheets Stationed that 150 safes exercise not opened in over 30 days, or were opened only once or twice some months. These safes will be called to the attention of the appropriate Area Secords Officest.

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- k. Vital Haterials Program VK Deposit Schedules are being revised by 00, 00/C, OCR, www. and Personnel in anticipation of
- 3. Assignments Inective
 - d. Forms Management Survey, Printing Services Division.
 - b. Budget Office/Office of Communications Fales System Survey.
 - c. Machine Records Division Shelf File Installation Suspended pending shoring officering to support weight of shelving.

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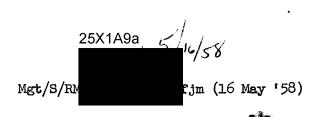
4. Names

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Records Comber for three days. He additional help should be resided by the Records Comber to prepare the addition for to transfer records to shelving in the

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